

NEW NORTHEAST SCHOOL PTO BOARD MEETING
Wednesday, January 28, 2009
7:30 PM

Present: Jenn Ballentine, Jason Brewster, Aaron Danzig, Steve Fazenbaker, Lynne Kushner, Elizabeth Ross Lieberman, Clare Richie, Guido Sacchi.
Absent: none.

The meeting began with the adoption of the agenda, followed by brief re-introductions by each member. Clare gave each board member an organizational binder.

The documents “The Basic Responsibilities of the PTO Board” and “New Northeast School PTO Committees 2008-2009” were reviewed and discussed. The board discussed the possibility of dividing the Resources and Facilities Committee into two committees, combining *Resources inside the school building* with *Church Relationship*, and *Land use / Historic Property* with *Playground*. The board decided to leave the committee as it is for now, since the committee is already working; the committee may be realigned under the First Year PTO Board, as other committees are formed. The document “New Northeast School PTO Board Roles” was distributed by Clare, and unanimously accepted by the board.

Fiscal Agency – Jeff Woodward is working with the MES Foundation to develop a fiscal agency relationship, and believes this will be completed soon. Guido will open a checking account for the PTO. The board discussed the process of issuing receipts to PTO donors prior to the PTO receiving 501(c)(3) status.

Insurance – Clare introduced the idea of using the Georgia Center for Nonprofits (GCN) to find appropriate insurance for the PTO. There was a question as to whether the PTA’s at Morningside and Mary Lin are insured through the national PTA. Guido will investigate the benefits of joining the GCN.

By-Laws Review

- Question: should the Vice-President automatically be the President-Elect?
 - Pro: this arrangement encourages intentional learning on the part of the Vice-president; ensures appropriate experience
 - Con: this arrangement creates a long commitment for the two offices, and may discourage qualified candidates from seeking election
 - Decided to table discussion for now; decision will be made before current school year ends.
- Question about initial board: By-laws state that a person is eligible to serve for two years on the PTO Board. Does service on the initial PTO board count as one year of service? Consensus among the members of the initial PTO board is that service on the initial PTO board should not count toward years of service. Clare will ask Jeff to clarify the By-Laws to reflect this.

The New School Principal is tentatively scheduled to be announced on February 9, 2009 (start day is unknown). The PTO board wants all the preparation necessary to meet with the new principal to be completed by February 9, so that a meeting may be scheduled as soon after February 9 as possible. Each committee liaison will work with the committees to develop a “statement of priorities” to share with the new principal. Each liaison will bring committees’ statements of priorities to the next meeting.

Calendar – the following meeting dates were set:

- PTO Board Meeting – Tuesday, February 10, 7:30 PM, Danzig residence
- PTO Board Meeting – Tuesday, March 3, 7:30 PM, Ballentine residence
- General Meeting – Tuesday, March 10, 6:30 PM, Morningside Elementary School (tentative meeting place, Steve will schedule and confirm)

Communication – the board discussed the importance of streamlining communication between committees, parents / members of the PTO, the PTO board, the New School Principal, and APS. Primary goal is developing a strategic way to get individuals and groups connected (e.g. with questions about school name, registration procedures, etc.)

Budget – Committee liaisons will contact committees for financial needs prior to August 2009. Preliminary financial concerns: playground; technology shortfall (what will the new school open with – *Guido to follow up with Cecily*); extended day; Grand Opening party; preliminary fundraising endeavors. Clare will check with the MES PTA to determine typical summer expenditures. There is some question about how much (if any) MES money will come to the new school. Lynne mentioned three fundraising projects that are currently being planned: a letter writing campaign, a fundraising event for mid-April, and a Grand Opening party.

The meeting was adjourned at 9:45 PM.

Respectfully submitted,
Steve Fazenbaker